Report
Deadline Date
Section Responsible
MWA SHEM Telecon
Recurring Monthly
Safety and Health
Location SHEM Committee Meeting
Recurring Monthly
Safety and Health
Year-End Estimate - TBD Annually
approximately September 29

Budget and Fiscal
EMS Self-Declaration and OMB Scorecard
October 1
Safety and Health
SHEM Committee Roster
October 1
Safety and Health
Second Quarter Contracts for Advisory and Assistance Services
October 10
Contracting

Energy Report
October 13
Engineering
Quarterly Outreach, Diversity and Equal Opportunity Report (7/1-9/30)
October 15
ODEO
CAM Report
approximately October 31
Budget and Fiscal
Chemical Fume Hood/ Biosafety Cabinet Inspection-Certification
October 31

Safety and Health
SHEM Training Report
November 1
Safety and Health
Institutional Animal Care & Use Committee Annual Report
November 15
Safety and Health
Update Industrial Hygiene Exposure Surveys
November 30
Safety and Health
Process the Industrial Hygiene Exposure Surveys

December 30
Safety and Health
Design & Construct (Current FY) Cut Off Date, \$100,000 and Over
January 1
Contracting
RCRA Biennial Inventory Of Federal Hazardous Waste (RCRA Section 3016 Inventory)
January 1
Safety and Health
Third Quarter Contracts for Advisory and Assistance Services
January 9
Contracting

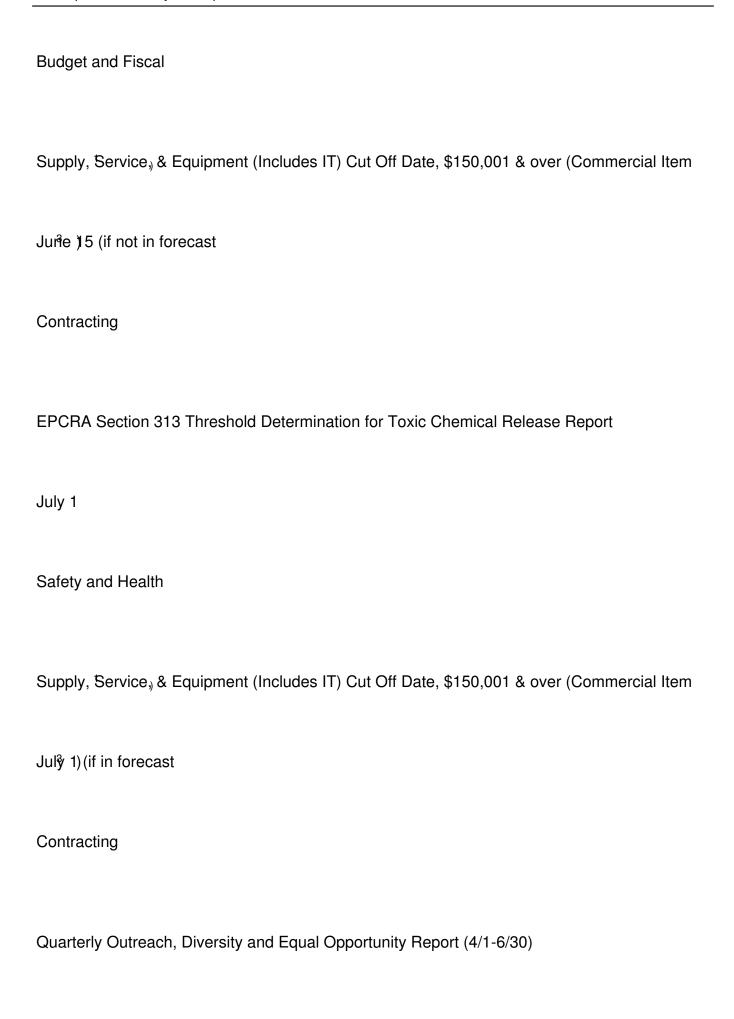
Quarterly Outreach, Diversity and Equal Opportunity Report (10/01-12/31)
January 14
ODEO
EMS Audit, Aspects Identification and Annual Training
January 31
Safety and Health
Summarize and Post Annual OSHA 300 Log
February 1
Safety and Health
Chemical Inventories

February 25
Safety and Health
Design & Construct (Current FY) Cut Off Date, \$25,000 - 150,000
March 1
Contracting
Hazardous Waste Biennial Report
March 1
Safety and Health
EPCRA Section 312 Annual Hazardous Chemical Inventory Report
March 1
Safety and Health

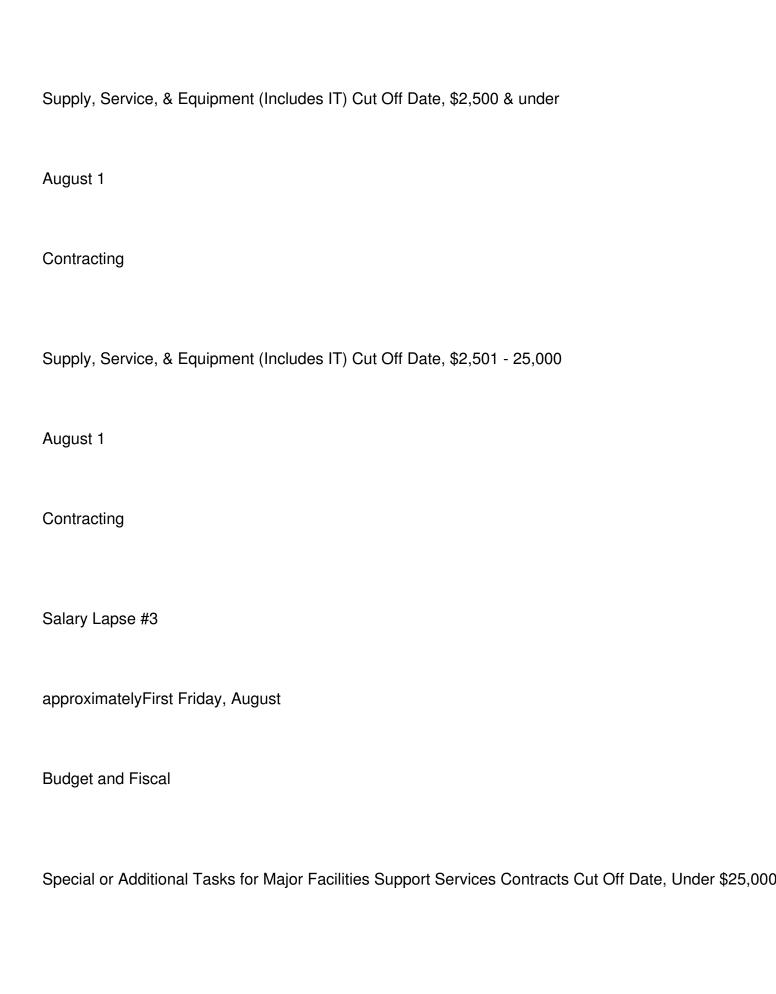
HWC Funds Report
April 1
Safety and Health
Preparation of SHEM Goals
April 30
Safety and Health
Salary Lapse #1
approximately First Friday in April
Budget and Fiscal
Quarterly Outreach, Diversity and Equal Opportunity Report (1/1-3/31)
April 13

ODEO
MWA Support Awards for Excellence
April 15
Safety and Health
Annual SHEM Compliance Inspection Reports
May 1
Safety and Health
Design & Construct (Current FY) Cut Off Date, \$2,501 - 25,000
May 1
Contracting

NPI Update
May 15
Safety and Health
Design & Construct (Current FY) Cut Off Date, Construction with completed Design
June 1
Contracting
Supply, Service, & Equipment (Includes IT) Cut Off Date, \$150,001 & over (Non-Commercial Item
June 1
Contracting
Salary Lapse #2
approximately First Friday in June



July 13
ODEO
First Quarter Contracts for Advisory and Assistance Services
July 10
Contracting
Supply, Service, & Equipment (Includes IT) Cut Off Date, \$25,001 - 150,000
July 15
Contracting
Design & Construct (Current FY) Cut Off Date, A/E Design Only
August 1
Contracting



August 15
Contracting
ARMPS - TBD annually based on Guidelines
approximately August 18
Budget and Fiscal
Accidents - crashes, fires, spills, etc.
At time of incident
Safety and Health
Emergency Notification & Planning
Within 60 days EHS and/or Emergency Plan Change
Safety and Health

Emergency Release Notification
As soon as practicable after release
Safety and Health
MSDSs or List of MSDSs
Within 90 days of updates
Safety and Health
Underground Storage Tanks (USTs) Inventory
When USTs are removed, replaced, upgraded or installed
Safety and Health
1 Commercial Item is an item available in the commercial market place that is used for other than Government purposes. An item or service that is "off the shelf".  2 Non-Commercial them is an item available to the government. Not available to the government. Not available to the government.

MWA Deadlines at a Glance Last Updated Tuesday, 27 September 2011 15:58